

TITLE: Environmental Analyst – Long Island Sound Regional Coordinator (NYSDEC-DOW)

EMPLOYER: NEIWPC, Wannalancit Mills, 650 Suffolk Street, Suite 410, Lowell, MA 01854

LOCATION: NYSDEC, Central Office, 625 Broadway, Albany, NY 12233

BACKGROUND INFORMATION: NEIWPC is a regional commission that helps the states of the Northeast preserve and advance water quality. We engage and convene water quality professionals and other interested parties from New England and New York to collaborate on water, wastewater, and environmental science challenges across the regions, ecosystems, and areas of expertise.

New York has dedicated extensive state resources to restore and protect the water quality of Long Island Sound. The EPA Long Island Sound Partnership (LISP) Program has been an important partner in improving water quality in the Sound. The New York State Department of Environmental Conservation (NYSDEC) Division of Water (DOW) is focused on the water quality aspect of the LISP priorities and works closely with the divisional bureaus (Water Permits, Compliance and Enforcement, and Water Assessment and Monitoring) within the DOW, as well as coordination with the Division of Marine Resources (DMR), to improve the water in the Sound. DOW also leads the Long Island Nitrogen Action Plan (LINAP) which focuses on how best to reduce nitrogen loading to groundwater and surface water through technical, management, and regulatory/policy actions. In addition, the Long Island Action Agenda (LI AA) builds upon the success of LINAP and broadens the focus to include all water quality concerns, as well as addressing water quantity. Connecting with the activities in the Sound is an important part of implementing LINAP and LI AA.

Duties will be performed largely in an office setting, but with the need to travel to various meeting locations in Long Island and Westchester for which a valid driver's license is needed. Some evening duty on Long Island will require staying overnight.

JOB SUMMARY: The LISP New York State DOW Regional Coordinator (LISRC) will co-chair the Clean Waters and Healthy Watershed Work Group with a peer in CT and focus on nutrients (mainly nitrogen) and watershed health. The position will assist with assessing work in the Long Island Sound watershed to determine the extent to which existing actions adequately fulfill the Clean Water Healthy Watershed goal of the LISP Comprehensive Conservation and Management Plan (CCMP). If more implementation actions are needed, the incumbent will confer with Subject Matter Experts to identify and reach out to appropriate entities to discuss implementation actions, reducing barriers to implementation and tracking progress of implementation actions. The position will also include doing technical work related to nutrients and watershed health such as nutrient reduction, MS4 annual report data analysis, assessment of nature-based solution utilization and working with partners to protect and conserve open lands. Additionally, this position would allow for better collaboration with other work groups and partners on the cross-cutting issues identified in the CCMP.

DUTIES AND RESPONSIBILITIES:

Co-chair of the Clean Waters and Healthy Watersheds Work Group. Using EPA's existing tracking database, compile a list of current projects and conduct an analysis of the actions and status of existing projects, and for projects not on track, delve into any issues. Confer with

Subject Matter Experts regarding New York's CCMP projects and identify priority project types to fill implementation gaps. Work with the work group co-chairs and Subject Matter Experts to identify potential lead entities for projects. Work with Subject Matter Experts to reach out to appropriate entities to discuss possible implementation actions. If there are barriers, discuss current barriers for implementation and find ways to remove barriers. Work with Subject Matter Experts to help entities develop proposals to implement identified actions. These proposals could be for assistance at the federal, state and/or local level. Understand relevant funding sources, such as the Long Island Sound Futures Fund (LISFF), and connect municipalities with appropriate funding sources to implement priority projects.

Nutrient and Watershed Health Technical Work. Assist with implementation of projects related to nitrogen reduction from septic systems and fertilizer. Advance the Nitrogen Smart Communities program in the LIS watershed. Review MS4 annual reports to record stormwater information. Analyze the data, determine gaps, and make recommendations for how to further stormwater work on Long Island. Work with DOW regional staff to understand how nature-based solutions are being utilized and permitted. Review literature on different nature-based solution techniques and determine the best options for Long Island. Work with NYSDEC programs to protect and conserve open lands for watershed health.

Assist NYSDEC staff with TMDL implementation, evaluations, and implementation of additional nitrogen reduction plans and measures. Coordinate and stay current on the various projects occurring throughout NYSDEC DOW, LINAP and LI AA, as related to implementing the LISP CCMP.

Grants Management. Serve as coordinator and project manager for LISP EPA grants to DOW, keeping project timelines intact and working closely with the EPA Project Officer. Prepare and provide timely reporting on grant and contract deliverables in cooperation with NEIWPC, NYSDEC and LISP.

Workgroups and Committees. Provide necessary input and advance projects from LISP workgroups and committees in support of the CCMP, as assigned by supervisor. Participate in Long Island Sound CCMP groups such as the Implementation Team (I-Team) meetings, Citizens Advisory Committee (CAC), Sustainable and Resilient Communities Work Group (SRC WG) and other group meetings that will provide the platform necessary to strengthen NYSDEC DOW's activity in the LISP objectives and furthering the CCMP Implementation Actions.

Outreach. Prepare informational materials and conduct outreach and education activities (e.g., meetings, presentations, web content, etc.) with municipalities to help them learn about the LISP program, the LIS Future Funds grant program and the integral role municipalities play in restoring and protecting the Sound.

SUPERVISORY CONTROLS: This position is housed within the NYSDEC Division of Water (DOW). The incumbent operates under the supervision of the DEC Long Island Watershed Coordinator, who provides instruction, guidance, and review of work to assure accuracy and adherence to established policy and requirements. Incumbent operates with some independence of action within their area of activity. Job performance is evaluated by the NEIWPC Project Manager, in consultation with the NYSDEC supervisor.

The satisfactory performance of the above duties and responsibilities requires the incumbent to have a thorough understanding of the programs, organization, and policies of NEIWPCC, NYSDEC, and the Long Island Sound Partnership; to exercise initiative and resourcefulness in complicated situations; and to be able to work effectively with local, state and federal contacts at both program-staff and top-management levels, and with varied professional backgrounds. The ability to organize workload, and perform tasks in an accurate, concise, and timely manner is required. The incumbent will rely on their ability, expertise, and commitment to excellence. They will also build NEIWPCC's culture which focuses on honesty, ethical behavior, personal integrity, respect for others, transparency, hard work, and collaborative teamwork.

PREFERRED QUALIFICATIONS: A bachelor's degree in environmental sciences, natural science, earth science, biology, chemistry, or related field preferred.

At least three years of full-time or equivalent part-time, technical, or professional experience in the above-mentioned fields, of which at least one year must have been in a professional capacity.

Special Knowledge and Skills

- Knowledge of project management, including budget oversight
- Knowledge of a broad range of issues related to watershed management, nonpoint source pollution, and water quality monitoring
- Experience working cooperatively with a broad range of stakeholders in planning and implementing water quality protection programs
- Excellent communication skills, both verbal and written
- Ability to facilitate and present at large group meetings to a variety of audiences (both technical and lay)
- Ability to work both independently and as part of diverse and multi-disciplinary groups
- Excellent organizational, recordkeeping and follow-through skills
- Knowledge of grant writing and management
- Computer literacy, particularly spreadsheets, word processing, and virtual meeting platforms

The following knowledge and skills would be helpful, although not a necessary requirement to qualify:

- Knowledge and understanding of federal and state environmental laws and regulations related to the LISP
- Knowledge or experience with Long Island Sound natural resource issues
- Knowledge of the organization of state, federal and local government
- Knowledge of public involvement and public participation theory and techniques
- Basic knowledge of GIS
- Demonstrated ability to develop successful competitive grant applications and manage multi-entity technical projects, including budget and contract management

Personal Characteristics

- Naturally prone to action with a focus toward continuous improvement and is committed to contributing to the overall success of NEIWPCC.
- Ability to build collaborative relationships across NEIWPCC and our partners.
- Approachable and diplomatic in all interactions.

- Able to manage change and articulate the “value case” for it.
- A team player who is inclusive and willing to help others.
- Dependable and capable of fostering trust.
- Accepts responsibility and is accountable for results.
- Ability to write concisely to express thoughts clearly and to develop ideas in logical sequence.
- Ability to exercise discretion in handling confidential information.
- Excellent organizational skills and the ability to prioritize key deliverables.

REQUIREMENTS:

- A valid driver’s license and access to personal transportation is required.
- Attendance is mandatory in the NEIWPC Lowell office for orientation and at the annual NEIWPC All-Staff Meeting (held the last Thursday and Friday in March each year).
- This is a full-time position. This position requires incumbent to be in the office or at the assigned work location Monday – Friday for the first six months of employment. After six months of employment, this position may be eligible for a partial telework schedule, subject to approval and determined by program and office needs. Telework schedules are authorized by NEIWPC’s Executive Director and NYSDEC Management.

SALARY: Salary dependent upon level of experience and qualifications.

BENEFITS: Generous benefits package provided, which includes vacation, personal and sick leave, paid holidays as determined by office location; health, dental, disability and life insurance; retirement plan.